

CARES ROUND 4 EXTENSION BUDGET FORM INSTRUCTIONS

The CARES Round 4 Extension budget form is a two page form intended to report only on your proposed budget for your Round 4 Extension funding authority. Please do not include any information on your CARES Round 4 funding authority on the CARES Round 4 Extension budget form. Also, please note that both pages must be submitted with an original signature or your CARES Round 4 Extension budget form will be considered incomplete.

First 5 California will provide two reimbursements for fiscal year 2008-2009 and one during fiscal year 2009-2010 (July 1, 2009-December 31, 2009) for the CARES Project. Funds will be sent as reimbursement when the reimbursement invoice for services provided during the indicated reporting period is received and approved. All necessary documentation to support your invoices must be maintained locally to be included in your annual audit. First 5 California reserves the right to conduct its audit and the records need to be available for the duration of the Comprehensive Approaches to Raising Educational Standards (CARES) Project.

First 5 California must receive:

1. An original signed copy of this budget form postmarked no later than June 5, 2008; and
2. An electronic version sent by 5:00 PM on June 5, 2008 to forms@ccfc.ca.gov.

Please send the signed hard copy to:

First 5 California

Attn: First 5 Forms

2389 Gateway Oaks Drive, Suite 260

Sacramento, CA 95833

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County Commission contact information - "Select County" cell to the immediate right of the "County Commission Name." Cell is a dropdown list. Please select the appropriate county commission and the contact information below will automatically populate. The contact information was taken from the most recent Executive Director roster (3/12/08) posted on the Association website.

The **Budget Detail** table is for the total eligible funds budgeted during the Round 4 Extension reporting period. Enter the number of dollars budgeted for each line item category during the Round 4 Extension period.

The **State Funds Requested** row immediately below the **Budget Detail** table automatically calculates based on your county Group designation and the total amount budgeted each fiscal year. This amount is up to 20% of the total eligible funds budgeted for Group A counties during the Round 4 Extension period; Group B counties are eligible to receive up to 33.333333% of the total eligible funds budgeted. Although counties may request less than their designated percentage, more than that percentage may not be requested.

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The **Eligible Funds Detail** table lists the **Source(s) of Eligible Funds**. Please enter the amount of eligible funds that each local partner is investing during the Round 4 Extension period. If the County Commission will be supplying the total investment amount, please leave all other lines blank. Please keep in mind that the figures in the total line of this table should match the corresponding total figures found in the **Budget Detail** table on page 1.

The **Non-Eligible Funds Detail** table lists the **Source(s) of Non-Eligible Funds**. Please enter the amount of non-eligible funds to be invested during the Round 4 Extension period. If there are not any non-eligible funds to be invested, please leave this table blank. Note: Non-Eligible Funds: In-kind funds will not be matched. AB 212 funds, other state funds or Head Start funds may not be included in the local investment for matching, but may be reported to provide a comprehensive picture of your program.

Signature Block - We require a hard copy of the budget form (both pages) with the original signature of the First 5 County Executive Director or Authorized Commission Representative.

Glossary

AB 212: Chapter 547, Statutes of 2000

Eligible Funds: First 5 California will only match cash investments. Local investment funds to be matched may include funds from monthly disbursements and other gifts, grants and funds invested by a local partner. CalWORKS Performance funds and Local Workforce Investment Board (LWIB) funds may be used as local match.

County Commission and other local funds can only be used once as local matching funds for a First 5 California initiative.

Non-Eligible Funds: In-kind funds will not be matched. AB 212 funds, other state funds or Head Start funds may not be included in the local investment for matching.

Note: While First 5 California will match leveraged funds, Group A Counties must invest **local Prop. 10 funds** in an amount equal to or greater than the state match reimbursement funds requested. Group B Counties must invest **local Prop. 10 funds** in an amount equal to or greater than one-half of the state match reimbursement funds requested.